

APPLICATION FOR LICENSE AS A KANSAS REAL ESTATE BROKER

- ☐ **RECIPROCITY:** Applicant must be a resident of one of the following states: Arkansas, Colorado, Idaho, Indiana, Iowa, Nebraska, North Dakota, Oklahoma, South Dakota or Wyoming

- ☐ **EQUIVALENT REQUIREMENTS MET IN ANOTHER STATE:** The Kansas Real Estate Commission may waive the pre-license education, examination or experience requirements and issue a broker's license to an individual who currently holds a broker's license issued by another state or jurisdiction, if, in the judgment of the Commission, the individual received equivalent education, passed an equivalent examination and obtained equivalent experience in the other state or jurisdiction.

Name to be shown on license (type or print): _____

Mark the appropriate box for each question and provide information as requested. Attach a supplemental sheet if additional space is needed.

YES NO

- ☐ ☐ 1. Have you ever been licensed as a real estate broker or salesperson in Kansas or any other jurisdiction? If yes, provide name of jurisdiction, expiration date and license type. **Attach license history certification(s) for jurisdictions other than Kansas.** (A copy of your license will not be accepted.) _____
- ☐ ☐ 2. Has there been a denial, revocation, suspension, or any other disciplinary action taken by the state of Kansas or any other jurisdiction against any professional or occupational license held by you? If yes, attach a copy of the order and an explanation including the name of the jurisdiction, discipline dates and reasons. _____
- ☐ ☐ 3. Have you ever been engaged in the real estate business without a license or when a license was not required? If yes, provide name of jurisdiction, year and type of activity. _____
- ☐ ☐ 4. Has there been any litigation filed by or against you or a company owned in whole or part by you relating to the business of buying, selling, exchanging or leasing real estate or any other activity that requires a real estate license in Kansas or another jurisdiction? If yes, provide a copy of the petition or complaint that sets forth the allegations and any settlement agreement or order that sets forth the outcome. If the litigation resulted in a judgment against you or a company owned in whole or part by you, also indicate whether the judgment has been satisfied and, if not, provide an explanation why the judgment has not been satisfied. _____
- ☐ ☐ 5. Have you ever been convicted of a criminal offense or is there any criminal charge now pending against you (other than minor traffic violations)? If yes, provide the date, offense or pending charge, court location and case number, and attach a copy of the charges, any order of conviction, sentencing, and any release from probation or parole. This includes misdemeanors. **NOTE:** A criminal record check may be done. _____
- ☐ ☐ 6. Are you a U.S. citizen? If no, attach a copy of the documentation that permits you to obtain employment in the United States.
7. State of residence: _____
8. High school diploma (year received, name and location of high school) _____
or G.E.D. equivalent (date received and state that issued certificate) _____
College degrees (school, major, degree and year received) _____

I hereby certify that the information provided in this application is correct and that the Kansas Real Estate Commission may rely on its truthfulness. Please issue my broker's license as requested on page 2.

Applicant's Signature _____ Date Signed _____

Return completed application with the nonrefundable \$15 application fee, payable to KREC, to: KANSAS REAL ESTATE COMMISSION, THREE TOWNSITE PLAZA STE 200, 120 SE 6TH AVE, TOPEKA KS 66603-3511. Your application will not be reviewed if the application fee is not attached. If you have any questions, call the Commission at (785) 296-3412. If your application is approved, you will be notified of the appropriate prorated license fee. NOTICE - INCOMPLETE APPLICATIONS WILL BE RETURNED.

Name of applicant (type or print): First Middle Name Last ☐ Female ☐ Male

*Social Security Number

Other names you are known by

Residence Address (If P.O. Box is used, street or RR must also be shown.) City State Zip Code

()

Residence Phone Number

Date of Birth

E-Mail Address

*Social Security number is required pursuant to K.S.A. 2002 74-148, and amendments thereto. Pursuant to K.S.A. 74-139, Social Security number will be provided to the Kansas director of taxation upon the director's request.

If you are to be the supervising broker, fill out this box

Company Name:

☐ Individual Proprietorship ☐ Corporation ☐ Partnership ☐ Limited Liability Company

Name of Franchise (if applicable):

Office Address:

(If a P.O. Box is being used, the street or RR must also be shown)

Office Phone #: ()

Office Fax #: ()

E-mail:

If you are not to be the supervising broker, have the supervising broker fill out this box

Issue as a(n): ☐ Associate Broker ☐ Branch Broker ☐ Corporate Officer or Member of a Partnership or LLC

Company ID #: Office Phone #: () Office Fax #: ()

Franchise Name (if applicable):

Company Name:

Office Address:

(If a P.O. Box is being used, the street or RR must also be shown)

☐ Main Office

☐ Branch Office

I, _____, do hereby certify that I am the supervising or branch broker for the office named above and request that the applicant's license be issued as shown above.

Supervising/Branch Broker's Signature
(print)

Date

Supervising/Branch Broker's Name

FOR COMMISSION USE ONLY

APPLICATION FEE:

LICENSE NUMBER:

DEPOSIT DATE:

DATE ISSUED:

LICENSE FEE:

COMPANY NUMBER:

DEPOSIT DATE:

APP APPROVED:

KANSAS REAL ESTATE COMMISSION

NONRESIDENT FORM

I, _____, a resident of _____,
(Name) (City)

[illegible]

I agree to abide by all provisions of the Kansas Real Estate Brokers' and Salespersons' License Act and the Kansas Brokerage Relationships in Real Estate Transactions Act with respect to my real estate activities within the state of Kansas and to submit to the jurisdiction of the Kansas Real Estate Commission and Kansas in all matters relating thereto.

This affidavit shall remain in force for so long as I am licensed by Kansas and thereafter with respect to acts or omissions committed while licensed as a nonresident.

Date _____

Signature

STATE OF _____)

) SS

COUNTY OF _____)

Subscribed to before me this _____ day of _____, 20_____.

Notary Public

My appointment expires:_____

Return the completed form to the Kansas Real Estate Commission, Three Townsite Plaza, Ste. 200, 120 S.E. 6th Ave., Topeka, KS 66603-3511, (785) 296-3411.

CHECK LIST FOR OBTAINING A RECIPROCAL LICENSE

READ CAREFULLY AND COMPLETE THE CHECK LIST BELOW BEFORE MAILING THE APPLICATION BY RECIPROCITY OR EQUIVALENT REQUIREMENTS TO THE KANSAS REAL ESTATE COMMISSION. FAILURE TO DO SO COULD DELAY THE APPROVAL OF YOUR APPLICATION. INCOMPLETE APPLICATIONS MAY BE RETURNED. (Kansas has reciprocal agreements with Arkansas, Colorado (associate broker in Colorado is the equivalent to a salesperson in Kansas), Idaho, Indiana, Iowa, Missouri, Nebraska, North Dakota, Oklahoma, South Dakota and Wyoming)

- _____ 1. The current application for the license you are requesting

Applications, Nonresident Forms, Experience Pages and other forms are updated periodically. Current forms can be found on the KREC web site at www.kansas.gov/krec by clicking on the tab "Forms". If you do not know which form to use or wish to have the forms faxed to you, please contact the KREC at 785-296-3411.

- _____ 2. All questions have been answered and all requested information has been completed. Question #1 will usually be answered "Yes". On the line after question #1, list the states in which you are now and have previously been licensed. A certificate of license is required for each state and must include information regarding how you were licensed (reciprocity or exam) and which exams you took (sales and/or broker).

Contact the applicable real estate commission to order the license certification. (This is a history of your license, not a copy of your license.) The certificate must show how you got your license (reciprocity, exam, etc) and the education requirements for that state. **MISSOURI RESIDENTS**-your certificate of licensure must also include a complete and continuous history of your license including dates and types of licensure, inactive periods, etc.

If you are not a resident of Kansas, a **notarized Nonresident Form** must accompany your application.

Salesperson: The Supervising or Branch Broker's Statement must be completed, signed and dated by the supervising or branch broker of the company for which you will be working. **The broker must be licensed in Kansas.**

Broker: If you are to be the supervising broker for the company, sign and date the application in the appropriate place. If you are not to be the supervising or branch broker, the Supervising or Branch Broker's Statement must be completed, signed and dated by the supervising or branch broker of the company for which you will be working. **The broker must be licensed in Kansas. Brokers are required to be licensed for two years and must have taken a pre-broker license course to obtain their broker license. If you have not taken a pre-broker license course, a 24 pre-broker license course may be taken without taking the exams. The education certification from that course must accompany your application. If you are currently licensed in Kansas as a salesperson, please return your salesperson's wall license with your application. If your application for a broker is denied, the salesperson license will be returned.**

Applications for reciprocity from **brokers** from the following states must include Experience Pages as a part of their application. ALABAMA (a pre-broker license course must be taken if Alabama does not show one has been taken), CONNECTICUT, FLORIDA, GEORGIA, LOUISIANA, MISSOURI, NEW MEXICO (an associate broker license in New Mexico is equivalent to a salesperson in Kansas) NORTH CAROLINA, NEW HAMPSHIRE, NEW YORK, OREGON, PENNSYLVANIA, SOUTH CAROLINA, TEXAS, WASHINGTON DC, WASHINGTON STATE, AND WYOMING

- _____ 3. All supporting documentation requested on the application

Include copies of orders, petitions, complaints, settlement agreements, judgments, charges, orders of conviction, sentencing, release from probation or parole, employment permits, etc. See Questions 2, 4, 5 and 6.

- _____ 4. The appropriate fees

Salesperson: The fee for a salesperson is \$40.00 (\$15.00 application fee and \$25.00 license fee).

Broker: The application fee for a broker is \$15.00 (the license fee will be prorated according to the last name of the applicant. The applicant will be notified by KREC licensing staff upon approval of the application and the applicant for a broker's license will be given the amount of the license fee at that time).

SALESPERSON APPLICANTS: YOU MAY NOT ADVERTISE, SHOW OR SELL REAL ESTATE UNTIL YOUR BROKER HAS RECEIVED YOUR LICENSE.

THE REQUIRED 30-HOUR SALESPERSON'S POST LICENSE COURSE MUST BE STARTED ONLY AFTER THE APPLICANT HAS BEEN ISSUED A LICENSE NUMBER FROM THE KANSAS REAL ESTATE COMMISSION.